

## SECTION 1 - THE SCHEDULE

### CONTINUATION TO SF-1449, RFQ NUMBER SMX53014Q0004 PRICES, BLOCK 23

#### SCOPE OF SERVICES

The contractor shall complete all work, including furnishing all labor, material, transportation, equipment and services, required under this contract for the editing and production of the Mission community newsletter during the period of performance specified in the next paragraph. The price listed below shall include all labor, materials, overhead, and profit. In consideration of satisfactory performance of all scheduled services required under this contract, the Government will pay the contractor a firm-fixed-price per issue. This contract will be awarded for 52 issues.

#### NOTICE TO PROCEED AND PERIOD OF PERFORMANCE

This contract includes a Notice to Proceed requirement. This Notice to Proceed will be issued within ten calendar days of award or ten calendar days of receipt of evidence of Defense Base Act (DBA) insurance, if DBA insurance is required.

The performance period under this contract will commence on the date listed in the Notice to Proceed and continue for twelve months.

This contract also contains FAR 52.217-9. "Option to Extend the Term of the Contract". This option allows an additional two 12-month periods of performance.

#### BASE YEAR

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	issue	52	_____	_____

#### OPTIONAL YEAR ONE

Continuing twelve months from the expiration of Base Year identified above

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	issue	52	_____	_____

## OPTIONAL YEAR TWO

Continuing twelve months from the expiration of Base Year identified above

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	issue	52	_____	_____

Base Year	_____
Optional Year 1	_____
Optional Year 2	_____
Grand Total	_____

**CONTINUATION TO SF-1449, RFQ NUMBER SMX53014Q0004 SCHEDULE OF  
SUPPLIES/SERVICES, BLOCK 21DESCRIPTION/SPECIFICATIONS/WORK  
STATEMENT**

Statement of Work

The Aztec Calendar is a weekly publication aimed at the official American community and their families. The paper's length varies depending upon material available; the minimum length is four pages, and the maximum length is 18 pages. Microsoft Office Publisher software must be used to create the newsletter. The contractor shall provide the worksite and equipment necessary to produce this newsletter, including appropriate computer and Microsoft Office software.

The contractor/editor shall write, prepare, edit and submit in final form for publication, an issue of the Aztec Calendar by 2:00 PM, Wednesday of each week. The Contractor shall e-mail the finished newsletter to: [CLOMEX@state.gov](mailto:CLOMEX@state.gov). The Community Liaison Office (CLO) will review the completed product. If any edits are necessary CLO will advise and return the product to the editor before 5:00 PM Wednesday, so that the edits can be completed for final version, which must be turned in by 10:00 AM each Thursday. The newsletter shall be published electronically via e-mail, sent by the CLO.

All articles in the newsletter must relate to Mexico. For instance, cooking articles must include information on how to use and where to buy local products mentioned in the article. The newsletter should contain information on local events including parades, fairs, and cultural events within the city and surrounding area. Local event listings must provide more than simply what appears on the Ticketmaster webpage. The newsletter should always include a classified section and calendar of upcoming community events.

Articles may be solicited from the Embassy community, not limited to interviews with Embassy staff, reviews of restaurants, trips within Mexico, etc. The editor will be responsible for communicating with the newsletter contributors to ensure timely submissions. It is the editor's sole responsibility to review content for relevancy and accuracy. It is the editor's sole responsibility to format the information received by all newsletter contributors.

Regular contributing offices include the Health Unit, FLO, Benjamin Franklin Library, etc. The editor must gauge how useful the information is and determine with what frequency it will be published as guided by CLO. All articles must be appropriately credited. Information from the internet must contain appropriate credit, noting the web page where the information was found. CLO reserves the right to make final additions, changes, and/or edits before distribution.

**Invoices**

Invoices shall be submitted monthly to the following address and shall bill for the number of newsletters published during that period.

Invoices shall be submitted to the following email address: [mexfmcinvoices@state.gov](mailto:mexfmcinvoices@state.gov)

### **SECTION 3 - SOLICITATION PROVISIONS**

52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (FEB 2012), IS INCORPORATED BY REFERENCE. (SEE SF-1449, BLOCK 27A).

#### **ADDENDUM TO 52.212-1**

A. Summary of instructions. Each offer must consist of the following:

A.1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Sections 1 and 5 have been filled out.

A.2. Information demonstrating the offeror's/quoter's ability to perform, including:

- (1) Name of an individual assigned to this project who has native level written and spoken English;
- (2) Proof of native level English, such as degree from English speaking University or TOEFL score of TOEFL iBT 106 or TOEFL ITP/PBT 620+ or TOEIC PBT 850+;
- (3) Resume listing relevant past experience;
- (4) Creation of a single, eight (8) page sample edition of the Aztec Calendar showing creativity, articles relevant to the U.S. Embassy community in Mexico, correct grammar, spelling and formatting, and strong design skills.